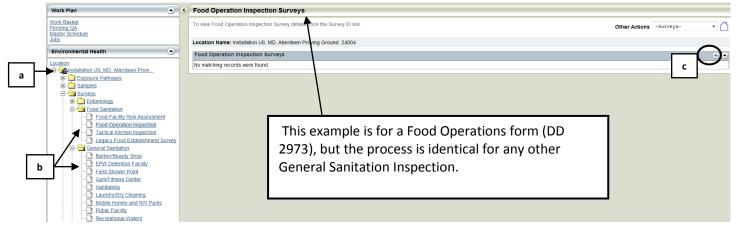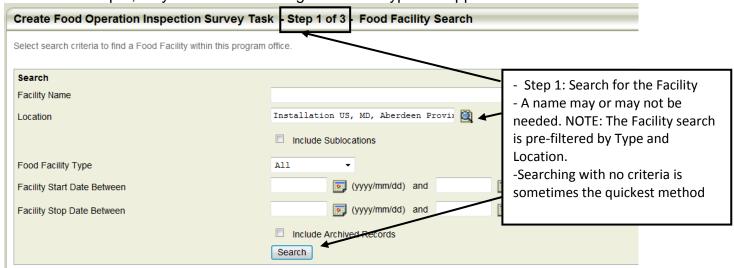# Adding a Food or General Sanitation Inspection

[1] Ensure you have accessed your (a) Location correctly (see tutorial #5), and then select the type of Survey to be added (b) by clicking on the applicable link. The screen shown below will show all the existing Surveys *of that Type* at this Location. To add a new Survey click the (+) (c). NOTE: If multiple Facilities (e.g. multiple DFACs) use a survey type (e.g. Food Operations/DD 2973), all inspections *of that Type* at the Location (e.g. Installation or Base Camp) will also be shown here.

This example is for a Food Operations form (DD 2973), but the process is identical for any other General Sanitation Inspection.
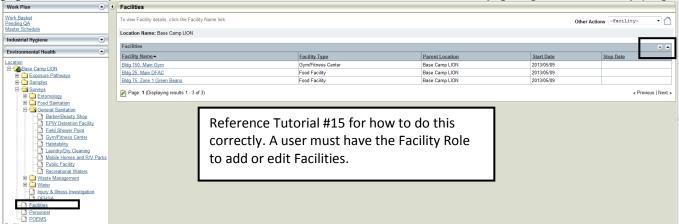
[2] A Facility must be chosen to add the Survey. A step-wise approach is employed to ensure the Survey is applied to the correct Facility within a Location. Based on the Survey type selected in Step 1, only the Facilities assigned to that type will appear.
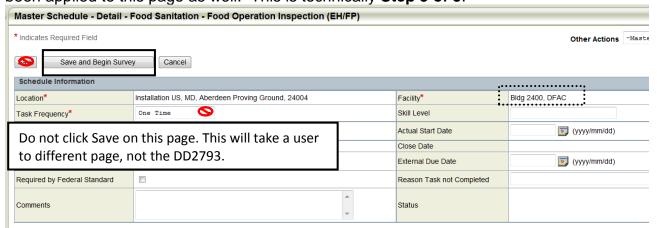

- Step 1: Search for the Facility
- A name may or may not be needed. NOTE: The Facility search is pre-filtered by Type and Location.
- Searching with no criteria is sometimes the quickest method

[3] The Facilities meeting the filtering criteria are shown. Select and continue.

[4] If the Facility needed is not shown in this list, it must be created by going to the Facility page.

Reference Tutorial #15 for how to do this correctly. A user must have the Facility Role to add or edit Facilities.
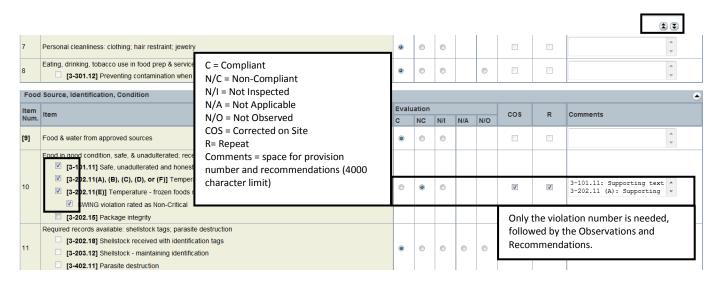
[5] All Surveys in DOEHRS have a scheduling page. This should be *by-passed* by clicking "Save and Begin Survey". There is no need to adjust the Task Frequency. Note: The Facility has been applied to this page as well. This is technically **Step 3 of 3**.

Do not click Save on this page. This will take a user to different page, not the DD2793.

[6] FIRST, Once the survey is opened, complete the circled fields below and click 'Save and Continue Working' to **obtain a DOEHRS ID**. The Status begins as 'In Progress' but <u>MUST</u> be toggled to 'Completed' once ALL questions have been addressed. Non-compliant ("N/C") and "No" responses will require comments be added to mark a Survey Completed.
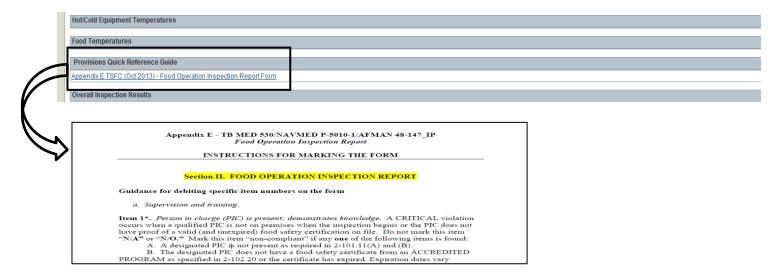

[7a – Food Only] Expand the tiles individually or all at once, then target the "N/C" items first.

C = Compliant
N/C = Non-Compliant
N/I = Not Inspected
N/A = Not Applicable
N/O = Not Observed
COS = Corrected on Site
R= Repeat
Comments = space for provision number and recommendations (4000 character limit)

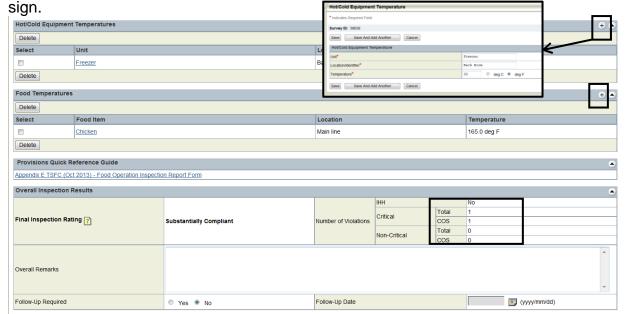Only the violation number is needed, followed by the Observations and Recommendations.

For Item Numbers that contain either all Critical (Item 9) or all Non-Critical provisions (item 7), COS is marked for the item number when all of the violations marked within the item number have been corrected. For Item Numbers that contain a mix of Critical and Non-Critical provisions (Item 10), select COS only if ALL Critical deficiencies were COS, even if the Non-Critical deficiencies were not COS. This is an *administrative modification* only when marking the inspection report in DOEHRS.
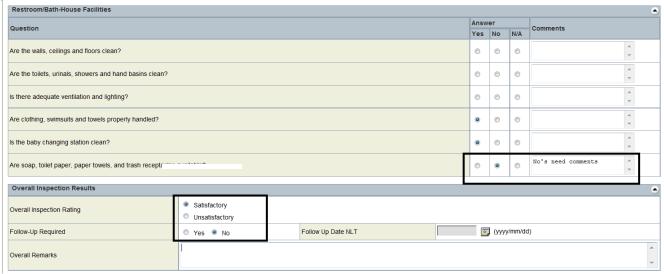
[7b – Food Only] Appendix E of the TSFC is available at the bottom of the form to reference provision #'s in the comments fields. Tip: Use a "ctrl +f" in Appedix E to search within it.
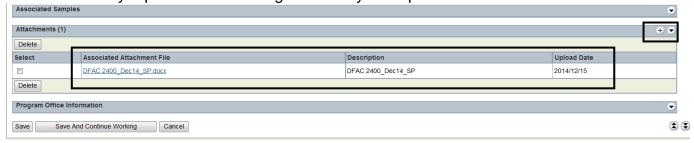

[7c – Food Only] DOEHRS will auto-score the form based on the counts of N/C and COS checks per Item. Additionally, food and equipment temperatures can be added using the (+) sign.

[8 – Gen San Only] General Sanitation forms have no auto-scoring and rely on professional judgment for an Overall Rating. Any "No" responses will still require comments.

[9] A "Completed" report requires documentation of both the inspector's and the person in charge's (PIC) signature. Until DOEHRS is able to capture all signatures digitally, the inspector must provide an electronic copy of the completed PDF fillable survey form or a hard copy of the form (both found on DOEHRS Resource Page –>"Survey Forms") to the PIC to obtain a digital or manual signature. Scan the signed hard copy form and upload it as an attachment to the DOEHRS survey report before marking the Survey "Completed".

[10] Mark the Survey Completed at the top of the form (then click Save and Continue Working), and it will become read-only. Note: the Survey can be exported as a .rtf or .pdf file based on a data added to it at any time. Use Cancel to Exit.

All tutorials here: https://phc.amedd.army.mil/topics/envirohealth/hrasm/Pages/DOEHRS_Resources.aspx

[11] The Completed Survey will appear on the screen shown in Step 1.

Food Operation Inspection Surveys

To view Food Operation Inspection Survey details, click the Survey ID link.

Other Actions -Surveys-

Location Name: Installation US, MD, Aberdeen Proving Ground, 24004

[Completed] [Export to PDF]

Food Operation Inspection Surveys

Select	Survey ID ▲	Location	Food Facility Name	Food Facility Type(s)	Survey Type	Start Date	Close Date	Responsible PO Person	Inspection Rating	Survey Report	Status
☐	39838	Installation US, MD, Aberdeen Proving Ground, 24004	Bldg 2400, DFAC	Food Service	Food Sanitation - Food Operation Inspection (EH/FP)	2014/12/15	2014/12/15	Nicodemus, Matthew Adam	Substantially Compliant	Import	Completed

[Completed] [Export to PDF]

Page: **1** (Displaying results 1 - 1 of 1)

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> Note: The Survey Start Date is the day populated in Step 6. The Close Date is the day the Survey was marked Completed in DOEHRS (Step 10).